

TRANSFER STATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for supervising and participating in the efficient and cost-effective operation of a municipal transfer station and/or recycling center in accordance with accepted State sanitation and Department of Environmental Conservation regulations and guidelines. The incumbent supervises the day-to-day activities of the transfer station and its employees within established procedures, and the work which involves tasks related to the operation of the facility. The incumbent may also be responsible for the operation of heavy equipment such as bulldozers and front-end loaders to consolidate bulk materials. The class differs from that of other lower level transfer station titles in that incumbents in this title have supervisory responsibilities. Work is performed under the general direction of a higher level employee. Supervision is exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises employees assigned to a municipal transfer station and/or recycling center;

Supervises and participates in the performance of routine tasks in the daily operation of a municipal transfer station and/or recycling center;

Prepares and reviews employees work schedule and time sheets for payroll purposes;

Directs patrons in the proper disposal of acceptable materials and to the appropriate designated drop-off areas;

Assists in the opening and closing preparations of the facility;

Maintains the facility in orderly condition, while keeping it conducive to recycling and solid waste disposal;

Provides pertinent information to patrons regarding acceptable recycling and solid waste disposal methods;

Receives user fees, logs receipts and deposits money accordingly;

Prepares reports concerning the operation of the facility;

May perform maintenance and minor repairs on transfer station equipment;

May operate motorized equipment such as bulldozers and front-end loaders to consolidate bulk materials at the facility;

May perform other duties of a Transfer Station Operator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principals, practices, methods and equipment employed in the disposal of solid waste and recyclable materials; working knowledge of the marketing of recyclable materials; skill in the operation of heavy motor equipment; skill in performing minor mechanical repairs to motorized equipment; ability to plan, organize and supervise the work of others; ability to communicate to and secure the cooperation of others; ability to prepare written and oral reports; willingness to work under adverse weather conditions; dependability; honesty; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of work experience in a transfer station and/or recycling center, one (1) year of which must have been in a supervisory capacity.

Note: At time of appointment and throughout employment in this title, the incumbent must possess and maintain a valid New York State driver's license appropriate to the vehicles operated.

ULSTER COUNTY
7407 TRNSF ST S
Classification: Non-Competitive
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Adopted: November 8, 2005